The University Seminars
Rapporteur Orientation
Introductions

• Introductions around the room

• The University Seminars Staff
  – Robert Pollack, Director (pollack@columbia.edu)
    Alice Newton, Associate Director (an2113@columbia.edu)
  – Pamela Guardia, Seminars Program Coordinator (pfg2106@columbia.edu)
  – Summer Hart, Archive and Web Administrator (sh3040@columbia.edu)
  – Gessy Alvarez-Lazauskas, Sr. Finance and Payroll Manager (ga2030@columbia.edu)
Welcome to The University Seminars

ROBERT POLLACK
Director

AND

ALICE NEWTON
Associate Director
A Very Brief History

• The University Seminars have been meeting since 1945. The idea, spearheaded by the historian, Frank Tannenbaum, originated in the 1930s.

• Tannenbaum recognized a need to go beyond the narrow focus of academic departments in light of emerging national global problems.

• The Seminars bring together Columbia University professors with professors and experts at outside institutions to meet and explore matters no single department has the breadth or the agility to study.
A Very Brief History

• Tannenbaum and his wife, Jane Belo, bequeathed the Seminars an endowment which protects the University Seminars from “interference…and uniformity”. This financial safeguard gives the Seminars a valuable degree of autonomy.

• Each seminar has its own internal structure but must adhere to these rules:
  – No honoraria
  – Membership is by invitation and should include experts from within and outside of Columbia University
  – Meetings are discussions among peers, not lectures
  – Financial and payroll expenses must adhere to CU Finance policies
Some of Our Earliest Seminars

- The State (1945)
- The Problem of Peace (1945)
- Studies in Religion (1945)
- Interreligious Relations (1954)
- The Renaissance (1945)
- Rural Life (1945)
- Content and Methods of the Social Sciences (1947)
- Labor (1948)
- Development of Pre-Industrial Areas: Theory, Research & Policy (1954)
- Eighteenth-Century European Culture (1962)
- The Professions in Modern Society (1950)
- Higher Education (1950)

*Bold ones still meet.
Some of Our Newest Seminars

• Catholicism, Culture and Modernity (2011)
• Dance (2011)
• Religion and Writing (2012)
• Big Data and Digital Scholarship (2012)
• Work/Family in the 21st Century (2012)
• Global Mental Health (2012)
• Defense and Security (2013)
• Beyond France (2014)
• Logic, Probability, and Games (2014)
• Science and Art (2014)
• Human-Animal Studies (2014)
• Indigenous Studies (2014)
Important Things to Remember

• Intellectual work is going on and your job is to record it. You’re also a liaison between the UniSem office and your chairs.

• Reference the website for information before contacting our office!

• Always refer to your seminar number and seminar name in your email correspondence with the UniSem office. We deal with over 90 seminars and any help referencing emails is appreciated.

• If you require immediate assistance call (212) 854-2389. We receive over 150 emails a day and can’t promise you a prompt reply.
What Should Rapporteurs Expect on the job?

Jeffrey Wayno
Rapporteur for the Seminar on Medieval Studies
Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA
Seminars Program Coordinator
pfg2106@columbia.edu
univ.seminars@columbia.edu
212-854-2389
Rapporteur Responsibilities: Introduction
Rapporteur Responsibilities: Website

The seminar chair appoints a rapporteur who, under the direction by the central office and the seminar. Rapporteurs are graduate students, provided their appointment has first been approved. Only rapporteurs who are full-time students at Columbia, Baruch.

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur’s position may be shared with the chair or another member of the seminar. The University Seminars office, however, considers the rapporteur to be the seminar liaison, and expects the rapporteur to perform certain tasks and prescribed by the Rapporteur Guidelines and Procedures document.

For information on travel and business expenses and reimbursements, please refer to the Travel and Business Expense and Payments For a Good Or Service pages.

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the Fall and Spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office to schedule an appointment. See the New Rapporteur page for additional information.

Rapporteur Links
- Meetings
- Announcement Template
- Meeting Checklist
- Attendance Sheet
- AV Procedures
- Accessibility
- Reimbursements

Minutes
- Minutes Guidelines
- Minutes Template
- Minutes Naming Convention

Additional Resources
- Archive Finding Aid
- CU Libraries
- CU Press
- Gifts & Contributions
- Reimbursements
- Seminar Publications
- Subvention Funds
Seminar Meetings

Seminar Meeting Checklist

When emailing the University Seminars office, always include your seminar’s number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements
- Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.
- If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfg2106@columbia.edu) immediately. All non-Columbia payees must be approved in advance.
- Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.
- Contact our travel agent, Lori Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting
- Confirm with Pamela Guardia (pfg2106@columbia.edu) that a meeting room has been arranged.
- Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)
- Upload a Word doc version of the announcement to CourseWorks in your seminar’s announcement folder.

The Wednesday, a week before the meeting date
Email Pamela Guardia (pfg2106@columbia.edu) the following:
- An accurate dinner attendee number (for dining at Faculty House only).
- Your seminar will receive two complimentary bottles of wine at dinner (if you require additional wine, you must make a request in advance—cost for each additional bottle of wine requested is $20).
- (If necessary) Make special dietary requests (no gluten, Kosher, etc.) and request parking for speaker(s).
- Confirm AV equipment needed (supplies are limited).

Day of the meeting
- Assist guest speaker(s) with set up and test AV.
- Have all attendees (including Chair(s), Speaker(s), and Rapporteur) sign the Attendance Sheet.
- Record minutes. (Refer to the Minutes Template on the Minutes section.)
- Return AV equipment to the University Seminars’ office.
Rapporteur Responsibilities: Pre-Meeting

• In Advance of the Meeting:
  1. Communicate with your Chair:
     • Update your seminar’s web page
     • Update and upload to CourseWorks seminar’s email list
     • Understand your responsibilities for your seminar
  2. Communicate with Guest Speaker (if any):
     • Will the guest need:
       – Travel Arrangements. All funding must be approved in advance.
       – Reimbursements. Some foreign nationals are not reimbursable.
       – Audio-visual equipment.
       – Special dietary considerations.
     • Obtain bio & paper for circulation to group, if any
Rapporteur Responsibilities: Pre-Meeting

Communicate with *The University Seminars office*:

- Prior to booking hotel and travel arrangements for visiting speakers, **confirm with your chair(s)** and Alice Newton that your seminar has approved travel funding.
- Send confirmed hotel and travel details to Pamela Guardia.
- Confirm date, time and venue (whether meeting in FH or not).
- Send out announcement. Add [univ.seminars@columbia.edu](mailto:univ.seminars@columbia.edu) to email list. Upload announcement to CourseWorks.
- Dinners in Faculty House: Provide timely catering order (with any dietary restrictions), and update as necessary.
- Reserve AV and Parking. Circulate materials or make copies for meeting.
- Dinners outside of Faculty House.
Rapporteur Responsibilities: Meeting

• On the Date of the Meeting:
  – Arrive Early
    • Signs in lobby indicate room assignment. Check meeting and dinner rooms.
    • Test Audio-Visual equipment.
    • Circulate the Attendance Record and handouts (if any).
  – Record the Minutes
  – Collect dinner checks and any Gift (contributions) to the seminar
  – All checks:
    • Payable to Columbia University
    • Have seminar # and either ‘Dinner’ or ‘Gift’ written on the memo line
    • Dinner checks and gift checks must be separate checks
    • Gifts are tax-deductible
**Rapporteur Responsibilities: Dinner Envelopes**

<table>
<thead>
<tr>
<th>Seminar:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner Numbers:</td>
<td></td>
</tr>
<tr>
<td>Number of paying Dinner Attendees ($25.00/person):</td>
<td></td>
</tr>
<tr>
<td>Complimentary dinners: (Rapporteur and Speaker(s)):</td>
<td></td>
</tr>
<tr>
<td>Wine Purchased:</td>
<td></td>
</tr>
<tr>
<td>Number of wine bottles purchased ($20.00/bottle):</td>
<td></td>
</tr>
<tr>
<td>Amount Received:</td>
<td></td>
</tr>
<tr>
<td>Total: $</td>
<td>(Make checks payable to Columbia University)</td>
</tr>
<tr>
<td>Rapporteur Sign-off:</td>
<td>Office:</td>
</tr>
<tr>
<td>Rapporteur Name:</td>
<td></td>
</tr>
<tr>
<td>Rapporteur Signature:</td>
<td></td>
</tr>
</tbody>
</table>

**CHECKS ONLY**
Payable to “Columbia University”
Blue or Black ink
Rapporteur Responsibilities: Post-Meeting

- After the Meeting:
  - **PUT AWAY ALL AV EQUIPMENT**: Neatly and in the original cases. Return *everything* to our office.
  - Submit dinner envelope and original *Attendance Record*.
  - Upload the announcement and minutes to CourseWorks.
Rapporteur Responsibilities: Audio Visual
Travel Arrangements

• **Travel Funding must be secured in advance**

• **Air and Train Travel**: Arranged via **Valerie Wilson Travel Inc.** Contact: Lori Ean, lorie@vwti.com

• **Interstate buses, taxi, subway**: Arranged by traveler and require reimbursements*.

• Some foreign nationals are **not** reimbursable

• Parking needs to be reserved at least **2 days in advance**. Follow instructions on our website: [http://universityseminars.columbia.edu/resources/parking/](http://universityseminars.columbia.edu/resources/parking/)
Travel Arrangements: Hotels

• Rapporteurs make hotel accommodations. Instructions and a list of hotels and their rates are on our website: http://universityseminars.columbia.edu/resources/booking-a-hotel/

• Tell the reservations desk that you are calling from Columbia University, The University Seminars and mention Pamela Guardia.
  – Send reservation/confirmation information to Pamela Guardia for payment arrangement:
    • Hotel Name and Confirmation Number
    • Guest Name
    • Room Type and Rate
    • Arrival and Departure Dates
    • Seminar Number
Hotel Rates

Purchasing is pleased to announce rates for the preferred NYC hotels listed below, which are available to Columbia University faculty, staff, students, alumni and their guests. When making reservations please specify that you are calling from Columbia University. These rates are based on availability, and do not include state, city or occupancy taxes.

NOTE: P Cards may only be used with the properties listed below. Please contact the P Card team at pcard@columbia.edu to have your Departmental P Card updated for use with these preferred hotels. This may take 3-5 business days for the restriction to be lifted.

<table>
<thead>
<tr>
<th>HOTEL and Address</th>
<th>Reservations Number</th>
<th>Columbia Reference</th>
<th>Payment Method</th>
<th>Columbia Rate</th>
<th>Blackout Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hampton Inn 308 West 8th Street New York, NY 10014</td>
<td>Contact: Judith Walsh 212-564-3310 (or 800-22-33-33)</td>
<td>Request the Columbia University rate</td>
<td>Cash accepted</td>
<td>No direct billing</td>
<td>Jan 1 – Mar 31: $179 Apr 1 – Jun 30: $209 Jul 1 – Sep 1: $229 Oct 1 – Dec 31: $249</td>
</tr>
<tr>
<td>Hotel Beacon 228 Broadway at 7th Street New York, NY 10013</td>
<td>Contact: Christopher White 212-732-2600</td>
<td>Request the Columbia University rate</td>
<td>Cash accepted</td>
<td>Contact hotel for direct billing</td>
<td>Jan 1 – Mar 31: $220 Apr 1 – Jun 30: $250 Jul 1 – Aug 31: $275 Sep 1 – Dec 31: $295</td>
</tr>
<tr>
<td>The Lacene 200 W 78th Street at Amsterdam Avenue New York, NY 10024</td>
<td>Contact: Monica Spencer 212-872-9800</td>
<td>Request the Columbia University rate</td>
<td>Cash accepted</td>
<td>No direct billing</td>
<td>Jan 1 – Mar 31: $300 Apr 1 – Jun 30: $320 Jul 1 – Aug 31: $340 Sep 1 – Dec 31: $360</td>
</tr>
</tbody>
</table>
Reimbursements

• Some foreign nationals are *not* reimbursable. Check with Pamela *before* making arrangements.

• Tax forms, expense forms, and procedures are on our website

• Each payee needs to submit:
  – Tax forms: W9 or W8
  – An expense form (depending on affiliation)
  – Receipt(s)

• Payments are not processed until everything is received.

• Policies are on the website: [http://universityseminars.columbia.edu/reimbursements/](http://universityseminars.columbia.edu/reimbursements/)
Reimbursements: Tax Forms
Reimbursements: Expense Forms

![Image of a travel and business expense report form]

**TRAVEL & BUSINESS EXPENSE REPORT**

**EMPLOYEE'S FULL NAME**

**PARENT'S HOME ADDRESS**

**STATE**

**CITY**

**ZIP**

**PARENT'S SIGNATURE**

**DATE**

**PERSONAL CAR MILEAGE**

**GENERAL BUSINESS PURPOSE**

**DEPARTMENT (optional)**

**ITEMIZED EXPENSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>DATE</th>
<th>BUSINESS PURCHASES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th>QN</th>
<th>AMOUNT</th>
<th>TOTAL EXPENSE (CLAIMED)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25
Reimbursements: Expense Forms

UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY, MC: 2302
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2ND FLOOR, NEW YORK, NY 10027

NON-COLUMBIA*
TRAVEL & BUSINESS REIMBURSEMENT
PLEASE PRINT
ATTACH ALL ORIGINAL RECEIPTS (except for local subway/bus fares and mileage).

Meeting Date: __________________
Seminar: _______________________
Full Name: _____________________
Home Address: __________________
                      __________________
Email Address: __________________
Telephone: _____________________
Social Security Number (or ITIN or FEIN): _______________________
AND, FOR NON-RESIDENT ALIENS,
Visa Type/Number (attach photocopy): _______________________

TRANSPORTATION:
AIR/RAIL, ETC: ________________
TAXI: ________________
PARKING: ________________
TOILS: ________________
MILEAGE: _______ miles @ $0.560/mile

HOTEL: ________________

OTHER (please specify): ________________
                      ________________
                      ________________

SUBTOTAL: ________________
LESS AMOUNT NOT COVERED: ________________
TOTAL REIMBURSEMENT REQUEST: ________________
Forms Available at UniSem Office

- Reimbursement Forms
- Timesheets
- Attendance Record and Publication Policy Acknowledgement
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms
Minutes, CourseWorks, and Our Website

SUMMER HART
Archive and Web Administrator
sh3040@columbia.edu
universityseminars.columbia.edu
Minutes

- Archive Finding Aid
- Attendance Sheets
- Copyright/Work for Hire
- Minutes Guidelines
- Naming Convention/Content Codes
COURSEWORKS

THERE ARE THREE FOLDERS IN COURSEWORKS

– MEETINGS
  • Announcements*
  • Minutes*
  • Handouts
  • Speaker’s notes

– SPEAKER’S PAPERS

– EMAIL LIST
  • Email list of all members (update once a semester)

* Mandatory for every meeting
Incoming Rapporteurs

At the beginning of the semester, Summer will send a welcome email to incoming rapporteurs with the following information:

- Password and login for the website
- Website Moderator Manual
- CourseWorks Introduction
Website

Website Responsibilities:

– MAINTAIN MEETING SCHEDULE

– CONFIRM INFORMATION

  • It is important that the schedule is kept up to date and any meeting information is entered promptly

  • Confirm with chair that description and contact information are correct
The log in button is for website moderators only. You only need to log in to make edits—not view the site.
Forms and Policies
### List of Seminars

The List of Seminars can be sorted by using the small toggle arrows.

<table>
<thead>
<tr>
<th>Seminar Name</th>
<th>Year Founded</th>
<th>Seminar Number</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Problem of Peace</td>
<td>1945</td>
<td>403</td>
<td>United Nations, international security, conflicts, multinational peacekeeping, humanitarian</td>
</tr>
<tr>
<td>Studies in Religion</td>
<td>1945</td>
<td>405</td>
<td>religion, philosophy, anthropology</td>
</tr>
<tr>
<td>The Renaissance</td>
<td>1945</td>
<td>407</td>
<td>art, culture, history</td>
</tr>
<tr>
<td>Content and Methods of the Social Sciences</td>
<td>1947</td>
<td>411</td>
<td>social science</td>
</tr>
<tr>
<td>Eighteenth-Century European Culture</td>
<td>1952</td>
<td>417</td>
<td>political science, art, culture, history</td>
</tr>
<tr>
<td>Organization and Management</td>
<td>1953</td>
<td>423</td>
<td>industry, globalization, management</td>
</tr>
<tr>
<td>Studies in Political and Social Thought</td>
<td>1958</td>
<td>427</td>
<td>political theory, philosophy, public policy</td>
</tr>
<tr>
<td>American Studies</td>
<td>1954</td>
<td>429</td>
<td>United States, history, literature</td>
</tr>
<tr>
<td>Medieval Studies</td>
<td>1954</td>
<td>431</td>
<td>culture, history, interdisciplinary</td>
</tr>
<tr>
<td>Studies in Contemporary Africa</td>
<td>1958</td>
<td>435</td>
<td>history, colonial, gender, social science, Africa</td>
</tr>
</tbody>
</table>
Web Pages for Seminars

Each page has a title, description, chair and rapporteur contacts, and space for a meeting schedule.
Meeting Schedule: Moderator’s View

Fill in these categories for each meeting.
Meeting Schedule: Moderator’s View

Meetings are always checked “public” unless otherwise stated.
Don’t forget to hit update!
Rapporteur Pay, Timesheets, and Hiring Paperwork

GESSY ALVAREZ-LAZAUSKAS
Senior Finance and Payroll Manager

ga2030@columbia.edu
212-854-2389
Receiving Payment for Rapporteur Work

Work for a seminar meeting is considered complete when:

• The Attendance Record and Publication Policy Acknowledgement form with original signatures is dropped off at the Uni Sem office (ideally, promptly after meeting).

• The announcement and minutes for the meeting are uploaded to CourseWorks.

• Your Seminar Meeting Timesheet with your original signature and, if necessary, a chair’s signature is dropped off at the UniSem office.

(Drop-off boxes for Timesheet and Attendance Record are located inside the UniSem office)
Receiving Payment for Rapporteur Work

• If you report more than 10 hours of work per seminar meeting, a seminar chair must write a justification and sign the timesheet.

• Payment dates vary depending on your employment status. Please note that TAs, DRAs, and/or RAs may experience delays at the end of each semester.

• Inform Gessy Alvarez (ga2030@columbia.edu) of any changes in your employment status as this may also affect your payments.
Payroll and Tax Questions

• To view paychecks, go to: my.columbia.edu. Log in with your Uni, select Faculty and Staff, under Self-Service click “View Your Paycheck.”

• Contact the Payroll department with any payroll tax questions:
  http://finance.columbia.edu/content/finance-service-center

• For international students, visit the ISSO website:
  http://www.columbia.edu/cu/isko/tax/
Initial Timesheet

• An Initial timesheet is in your folders. This a one-time only timesheet. It includes suggested hours for the following tasks:

  – 2 hours for orientation

  – 1 hour to meet with your chair(s)

  – 1 hour for adding your seminar’s meeting schedule to the seminar’s web page at universityseminars.columbia.edu*.

  – 2 hours for updating email list and uploading it to CourseWorks*.

  – You may report additional hours, BUT you must ATTACH a written explanation with a signature from one of your chairs to this timesheet.

*Please note: you will receive via email a login for the website and permission to use your seminar’s COURSEWORKS file folder within the next few days.
Initial Timesheet

University Seminars Timesheet for Orientation

<table>
<thead>
<tr>
<th>Rapporteur Name:</th>
<th>UNID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Covered:</td>
<td>UNID:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Projects / Tasks</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Rapporteur Orientation (2 hours)</td>
<td>Hours:</td>
</tr>
<tr>
<td>Initial Meeting with your Chair(s) (1 hour)</td>
<td>Hours:</td>
</tr>
<tr>
<td>Adding meeting schedule to your seminar’s web page (1 hour)</td>
<td>Hours:</td>
</tr>
<tr>
<td>Updating email list and uploading list to CourseWorks. (2 hours)</td>
<td>Hours:</td>
</tr>
<tr>
<td>Additional hours (ATTACH a written explanation with your chair’s signature)</td>
<td>Hours:</td>
</tr>
</tbody>
</table>

Special Note: Teaching Fellows, DRAs, and Research Assistants receive payment as Added Compensation. Payment delays may occur because of appointment end dates. If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122.

Rapporteur Signature and Date: MM/DD/YYYY

NYC Sick Leave (Fiscal Year)

As of July 1, 2014, Rapporteurs are eligible for paid sick leave at a rate of 1 hour for every 36 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments. For more information on the NYC Sick Leave, please see the NYC Earning Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.
Seminar Meeting Timesheets

• You will submit a timesheet per seminar meeting. Timesheets are available at our website.

• On average expect to work 8-10 hours per seminar meeting.

• First-Year rapporteurs receive $20/hr. The date of your orientation is considered your first day of work.

• If you continue work as a rapporteur next year, you will receive $25/hr.

• For those who are with us four years and longer, your rate of pay is $27/hr.
Seminar Meeting Sample Timesheet

University Seminars Timesheet for Seminar Meetings

<table>
<thead>
<tr>
<th>Rapporteur Name: Gesenia Alvarez</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNI ID: go230</td>
</tr>
<tr>
<td>Seminar# / Name: 423 - Organization &amp; Management</td>
</tr>
</tbody>
</table>

| Meeting Date: Friday, September 05, 2014 |
| Period Covered: 8/20/2014 TO 9/10/2014 |
| Hourly Rate: $ 20.00 |

<table>
<thead>
<tr>
<th>Seminar Meeting Common Tasks</th>
<th>26-Aug-14</th>
<th>27-Aug-14</th>
<th>29-Aug-14</th>
<th>5-Sep-14</th>
<th>10-Sep-14</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar web page updates (if any)</td>
<td>Hours</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Email Correspondence: meeting logistics, invitations, UniSem office, etc</td>
<td>Hours</td>
<td>30</td>
<td>10</td>
<td>1</td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Travel Arrangements (if any)</td>
<td>Hours</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Seminar Meeting Day (setup, collecting signatures from seminar attendees, taking minutes, and returning AV to UniSem office)</td>
<td>Hours</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Seminar Dinner (attendance and collecting dinner (and gift) checks from dinner attendees) (if any)</td>
<td>Hours</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Finalizing minutes and uploading announcements to COURSEWORKS</td>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

Total Hours Worked: 8.25
Total Wages: $165.00

Special Note: Teaching Fellows, DRA’s, and Research Assistants receive payment as Added Compensation - Payment delays may occur because of appointment end dates. If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122.

Rapporteur Signature and Date: 

Chair Signature and Date: 

To Be Completed by Supervisor, Departmental Administrator or HR Manager:

<table>
<thead>
<tr>
<th>Prior Balance</th>
<th>PLUS Additional Time Earned (if any)</th>
<th>MINUS Total Used</th>
<th>New Balance (As of the End of the Current Pay Cycle)</th>
</tr>
</thead>
</table>

NYC Sick Leave (Prelar Year)

As of July 1, 2014: Rapporteurs are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments. For more information on the NYC Sick Leave, please see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at [http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act](http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act)

Pay Date: [Date]
To Receive Payment for Conferences

• If your seminar holds a conference, you may be asked to assist.

• To receive payment, keep track of hours worked. Submit a timesheet at the end of the conference.

• The University Seminars will pay up to 20 hours of rapporteur pay for a conference.

• Additional hours will be discounted from the funds allocated to the conference.
### Conference Timesheet

#### University Seminars Timesheet for Conference

<table>
<thead>
<tr>
<th>Rapporteur Name:</th>
<th>UNI ID:</th>
<th>Seminar/Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Conference Date:</th>
<th>(Write full date - e.g. September 5, 2014):</th>
<th>Conference Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Period Covered:</th>
<th>Hourly Rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date (MM/DD/YYYY)</td>
<td>TO</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Projects / Tasks

<table>
<thead>
<tr>
<th>Record Date Worked</th>
<th>Hours</th>
<th>Minutes</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Special Note:** Teaching Fellows, DRA, and Research Assistants receive payment as Added Compensation - Payment delays may occur because of appointment end dates.

If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122.

#### Rapporteur Signature and Date

<table>
<thead>
<tr>
<th>MM/DD/YYYY</th>
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</table>

### This Section Required for Timesheet(s) Reporting More Than 20 Hours of Work Per Conference:

**Chairs Signature and Date:**

**MM/DD/YYYY**

**Advisement:**
Advise your Chair if you plan to or have worked more than 20 hours on a conference. Hours beyond 20 are charged against Conference Funding and may affect the conference budget.

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**NYC Sick Leave (Fiscal Year)**

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**Pay Date:**

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To obtain an electronic copy of this form, go to [http://universityseminars.columbia.edu/resources/forms-and-policies/](http://universityseminars.columbia.edu/resources/forms-and-policies/)
Paperwork

• Required paperwork for all Rapporteurs is inside your folder. Please submit paperwork before leaving the orientation.

• 2014 Tax Forms are for **first-time** employees at Columbia University. Federal and New York State forms are required by Human Resources/Payroll. There are two optional forms for those declaring non-residency or exemptions.

• If you have an I-20, visa, and passport, I will need to make a copy before you leave.

• If you are new to the University and have not done so already – visit Kent Hall and fill out an I-9 form.
Thank You and Good Luck!

• If you have any questions or concerns you can reach the office at: univ.seminars@columbia.edu or (212) 854-2389

• You can also contact us via our website: http://universityseminars.columbia.edu/contact-us/